

Jefin Gigi Varghese

CMA Inter

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Date of birth 1995-12-13



To constantly update and utilize my technical and management skills and knowledge to conquer the challenges ahead of my organization, accomplish professional growth and financial stability.

Experience

2017-07 - present **Administrative Assistant**
Suwaiq Coasts Trad. Co. (OMAN)
Directing the office correspondence, mail management and Preparing Payroll.
Gathering and updating all types of records.

Education

2004-04 - 2014-03 **Indian School Al Seeb (OMAN)**
Completed Secondary School Examination(2010-12): CGPA: 8.8
Completed Senior School Examination (Commerce+ Math): Percentage: 81%

2014-07 - 2017-06 **Mahatma Gandhi University (Kottayam)**
Completed Degree of Bachelor of Commerce: CGPA- 2.38

2016-03 - present **Indian institute of Cost accountants**
Registration No. 02161001961
Completed Foundation Course with 110 Marks (March 2017)
100 Hours Training in Information Technology
3 Day training on Communication& Soft Skills
Completed Intermediate Course (December 2018)

2017-06 - present **Amity University (Online)**
MBA (Accounting & Finance)

Skills

MS Office
Tally

Languages

English
Hindi
Malayalam